

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP SAMP PROC-4		Page 1 of 5
Title: Chain of Custody for MDP Samples		
Revision: 1	Replaces: : 04/01/01	Effective: 07/01/02

1. Purpose:

To establish chain of custody procedures for implementation by all States/facilities collecting samples for the USDA/AMS Microbiological Data Program (MDP).

2. Scope:

This Standard Operating Procedure (SOP) shall be followed by all individuals collecting and shipping samples for MDP.

3. Outline of Procedure:

5.1 MDP Sample Information Form (SIF)

4. References:

- April 15, 2002, MDP Public Meeting, Washington, DC
- January 10, 2002, MDP Public Meeting, Washington, DC
- April 15, 2002, MDP Public Meeting, Washington, DC
- January 10, 2002, MDP Public Meeting, Washington, DC
- Program Plan, July-December 2002
- Program Plan, January-June, 2002
- Program Plan, April-September 2001
- MDP SAMP APPE-1: A blank MDP Sample Information Form (version effective May 1, 2002) with accompanying instructions.
- MDP Federal/State Meeting, Tallahassee, Florida, January 10-11, 2001
- Workplan for MDP Pilot Study, August 25, 1999

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP SAMP PROC-4		Page 2 of 5
Title: Chain of Custody for MDP Samples		
Revision: 1	Replaces: : 04/01/01	Effective: 07/01/02

5. Specific Procedures:

5.1 MDP Sample Information Form (SIF)

- a. The sample collector shall ensure that *one* SIF is completed for each site sample. A SIF must be completed even if a site sample was not collected.
- b. The MDP SIF should not contain any information regarding State of Origin, grower, packer, distributor or lot numbers. Sample collection information will be limited to country of origin, information pertaining to agricultural practice employed during or after production such as organically grown or chemically treated with sanitizers.
- c. Collectors should ensure that the correct number of SIFs are submitted and completed legibly so that the laboratory can enter the correct information into the database. SIFs allow USDA/AMS to track the number of samples collected, the number of missing samples, and the reasons why the sample was not collected/analyzed. States should make every effort to provide the assigned number of samples each month.
- d. The SIFs for uncollected samples should be shipped in the same box with any other samples collected by that individual to the designated laboratory(ies). If the collector has no samples to ship, he/she should notify the State Sampling Manager, complete the SIF with the appropriate information, and mail or fax the SIF to the laboratory.
- e. If, due to illness, natural disaster, weather conditions, etc., a State is unable to collect either all or a significant number of samples/commodity in a month, it is permissible to reschedule the date of collection for a different week/day of that month. If a change is made to the Quarterly Sampling Plan, the State Sampling Manager should inform the USDA/AMS Sampling Manager, as well as all the State/Federal laboratories affected by the change.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP SAMP PROC-4		Page 3 of 5
Title: Chain of Custody for MDP Samples		
Revision: 1	Replaces: : 04/01/01	Effective: 07/01/02

- f. Collectors should ensure that all applicable portions of the form are PRINTED neatly. Mistakes on the SIF shall be marked with one single line and dated and initialed at the time of correction.
- g. The SIF must be signed and dated by the sample collector at the time of collection. Forms should never be pre-signed prior to collection.
- h. Sample collectors shall refer to the MDP SIF instruction sheets for further explanation on filling out the form (see MDP SAMP APPE-1).
- i. Once the sample collector has mailed the SIF, no changes should be made to the document without approval from the USDA/AMS Sampling Manager.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP SAMP PROC-4		Page 4 of 5
Title: Chain of Custody for MDP Samples		
Revision: 1	Replaces: : 04/01/01	Effective: 07/01/02

Kenneth R. Payne

06/26/02

Prepared by: Kenneth R. Payne
Sampling Manager, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Date

Diana Haynes

06/26/02

Reviewed By: Diana Haynes
Quality Assurance Officer, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Date

Anita Okrend

06/26/02

Approved by: Anita Okrend
Technical Services Branch, Chief
USDA, AMS, Science and Technology
P.O. Box 96456, Room 3521-S
Washington, D.C. 20090-6456
(202) 690-0621

Date

Martha Lamont

06/26/02

Approved By: Martha Lamont
Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110; (703) 330-2300

Date

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Microbiological Data Program**

SOP No: MDP SAMP PROC-4		Page 5 of 5
Title: Chain of Custody for MDP Samples		
Revision: 1	Replaces: : 04/01/01	Effective: 07/01/02

Revision 1

July 2002

- Spelling and grammatical changes
- Updated signature page position titles and office name and address.
- Updated References
- Updated Effective Date
- Changed “source sample” to “site sample” and “sub-sample” to “lab sample.”
- Added paragraph 5.1(b).